

RECREATIONAL TRAILS PROGRAM GRANT REQUEST COVER SHEET

Grant Sponsor _____

Project Agreement # _____

Agreement Date _____

Project Name _____

Sponsor Address _____

Federal Tax ID Number _____

| | |
|---|----------|
| Total grant | \$ _____ |
| Total requested to-date, including this request | \$ _____ |
| Grant balance remaining after this request | \$ _____ |

I. SPONSOR EXPENDITURES: *May be reimbursed or used as match.*

1) Payroll and Salaries Paid \$ _____

2) Materials/Supplies/Equipment Purchased (Condition 8, Agreement) \$ _____

3) Contracted Services (Condition 8, Agreement) \$ _____

4) Miscellaneous and Services Not Requiring Contract \$ _____

TOTAL SPONSOR EXPENDITURES \$ _____

II. SPONSOR'S MATCH: *The following financial information can only be used as part of sponsor's match. None of these funds can be reimbursed.*

5) Value of Non-reimbursed Labor \$ _____
\$15/ hour unskilled labor, local rate for skilled labor

6) Value of Donated Materials/Equipment/Services \$ _____

7) Fund Contributions Expended on Project \$ _____

TOTAL SPONSOR'S MATCH \$ _____

III. TOTAL PROJECT COSTS (SPONSOR EXPENDITURES + SPONSOR'S MATCH): \$ _____

REIMBURSEMENT REQUESTED \$ _____

Maximum: **.80 X Total** but no more than 1) Total Sponsor Expenditures or 2) the balance of the grant!

ALSO INCLUDE WITH THIS REQUEST A COMPLETED EXPENDITURE DETAIL SPREADSHEET AND

- Proof of payment for labor costs
- Schedules for non-reimbursed labor (dates of labor, number of people and hours worked)
- Invoices/receipts and proof of payments for contracts, materials, supplies and equipment
- Purchase of goods/services, provide documentation required in Condition 8 of Agreement

DESCRIBE WHAT WAS ACCOMPLISHED WITH THESE FUNDS.

WITH THIS REQUEST, IS THIS PROJECT NOW COMPLETE?

☐ Yes

☐ No